

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, AUGUST 12, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Meeting of August 5, 2009
2. **BRIEFING ON CITY ADDRESSING EMPLOYEES' CONCERNS REGARDING POTENTIAL WORKFORCE REDUCTIONS** – Suzanne Mason, Director of Human Resources
3. **REQUEST TO EXTEND PROVISIONAL APPOINTMENT** – Rogelio Alvarez, Parking Meter Technician
Staff report prepared by Deborah McCluster, Personnel Analyst
4. **CHANGE IN EXAMINATION PLAN** – Mechanical Supervisor
Staff report prepared by Lourdes Ferrer, Personnel Analyst
5. **COMMUNICATION** – Request to Review Seniority
6. **ORDER OF LAYOFF**
Communication from Patrick West, City Manager
7. **BULLETINS**
Ambulance Operator
Parking Meter Technician
8. **EXAMINATION RESULTS**
Mechanical Supervisor
Personnel Analyst
9. **RETIREMENTS**
Diane Thomas/Library Clerk I/Library (5 yrs., 6 mos.)
Stephen Laffoon/Senior Combination Building Inspector/Development Services (22 yrs., 10 mos.)
10. **MANAGERS' REPORT**
11. **NEW BUSINESS**
12. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
AUGUST 5, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, August 5, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Jeanne Karatsu

MEMBERS EXCUSED: Ahmed Saafir, Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Debbie McCluster, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst

President Mary Islas presided.

The Secretary began the meeting with a moment of silence in remembrance of George "Mitch" Mitchell, former Executive Director of Civil Service.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of July 29, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that Dismissal Appeal 30-D-78 hearing minutes of July 15 & 22, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST FOR TEMPORARY
REASSIGNMENT FOR
TRAINING:**

**HOMER FLEWELLEN/EQUIPMENT OPERATOR TO
CONSTRUCTION INSPECTOR**

The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, Public Works, requesting Commission authorization to temporarily reassign Homer Flewellen, Equipment Operator to the classification of Construction Inspector for training. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. The Secretary

briefed the Commission regarding this request. Ms. Stafford answered Commission questions regarding this request. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the request for reassignment for training be approved, pursuant to Section 63(3) of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST TO EXTEND
PROVISIONAL APPOINTMENT:**

TONY MACIEL/TRAFFIC PAINTER//PUBLIC WORKS

The Secretary presented a staff report prepared by Donna deAraujo, Assistant Administrative Analyst, requesting Commission approval to extend the provisional appointment for Tony Maciel, Traffic Painter, 150 days, or until an eligible list is established. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the request to extend the provisional appointment for Tony Maciel be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REQUEST TO AMEND
APPLICATION:**

RECREATION ASSISTANT

The Secretary presented a communication from Kameron Belizaire, requesting the Commission allow her to amend her application for Recreation Assistant. In addition, the Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst. Ms. McCluster briefed the Commission regarding this request. It was moved by Commissioner Infelise to deny the request. Commissioner Karatsu seconded the motion for discussion. Ms. Belizaire addressed the Commission, indicating that she would like to amend her application to include transcripts of her college classes for consideration. After discussion, the motion to deny Ms. Belizaire's request carried by a unanimous roll call vote.

**PROTEST OF EXAMINATION
ITEM(S):**

GARAGE SERVICE ATTENDANT

The Secretary informed the Commission there were no protest for Garage Service Attendant and that this item be withdrawn. It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that this item be withdrawn.

EXAMINATION RESULTS:

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant – 9 Applied, 9 Qualified
Water Treatment Operator – 38 Applied, 10 Qualified

RESCHEDULE FOR HEARING:**SUSPENSION HEARING 02-S-89**

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the subject hearing be rescheduled to September 18, 2009. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

The Secretary provided the Commission with a handout from the City Council first budget meeting he attended on Tuesday, August 3, 2009. He also stated that he is expecting a request for Order of Layoff from the City Manager for employees being laid off at the end of this fiscal year. He stated that staff would possibly have to put examinations on hold because of the extensive research required for an Order of Layoff. He stated that a memorial service for Mr. Mitchell would be Friday, August 7, 2009, 11:00 a.m., at The Grand in Long Beach.

COMMENT FROM PUBLIC:

Roberto Uranga, Personnel Services Officer, Health and Human Services, expressed his sadness over the death of Mr. Mitchell, and provided comments regarding his relationship with Mr. Mitchell and the mentor he was to him.

Janet Schobow, Union Representative, IAM, thanked the Civil Service Commission and staff for the assistance they provide to the employees regarding their concerns about their jobs during this time of uncertainty. She stated that Civil Service Department staff is always very helpful and considerate of the employees.

Christopher Ward, Business Representative, IAM, addressed his concerns in retrieving the Commission agendas.

ADJOURNMENT:

There being no further business before the Commission,
President Islas adjourned the meeting.

A handwritten signature in black ink, appearing to read 'Mario R. Beas', written in a cursive style.

MARIO R. BEAS
Secretary

MRB:meh

1 **DATE:** August 12, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Deborah W. McCluster, Personnel Analyst *DWM*

4 **SUBJECT: REQUEST TO EXTEND PROVISIONAL APPOINTMENT – ROGELIO**
5 **ALVAREZ**

6 The Civil Service Commission approved the provisional appointment of Rogelio Alvarez to the
7 classification of Parking Meter Technician on January 7, 2009. Staff is requesting that the Civil
8 Service Commission approve an extension of the provisional appointment, which is due to
9 expire on August 20, 2009.

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11 The extension of the provisional appointment will allow the Civil Service Department time to
12 complete the examination process. Staff anticipates submitting the eligible list to the Civil
13 Service Commission for approval on September 23, 2009.

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15 It is recommended that the Civil Service Commission approve the extension of the above
16 referenced provisional appointment for a period of 150 business days pursuant to Article V,
17 Section 49 of the Civil Service Rules and Regulations.

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20 DWM Parking Meter Technician 8.12.09
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1 **DATE:** August 12, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Lourdes Ferrer, Personnel Analyst 

4 **SUBJECT: REQUEST FOR CHANGE OF EXAMINATION PLAN – MECHANICAL**
5 **SUPERVISOR**

6 The Civil Service Commission approved the bulletin for Mechanical Supervisor, an
7 open and competitive opportunity, on July 22, 2009. The classification is used in the
8 Department of Public Works, Port of Long Beach and Long Beach Airport. There is
9 currently one vacancy in each of the aforementioned departments.

10
11 Applications were made available from July 24, 2009 through August 3, 2009.
12 Recruitment for this classification included standard procedures, such as posting the
13 job opportunity bulletin on-line and sending information to all departments throughout
14 the City.

15
16 Eight candidates applied for Mechanical Supervisor. Six candidates met the
17 requirements to file for Mechanical Supervisor and the two remaining candidates
18 lacked sufficient experience. Currently there are three vacancies in the City; therefore
19 staff recommends that the examination plan change from an Oral Examination
20 weighted 100% to a qualifying application and supplemental application. The six
21 candidates that met the minimum requirements will be placed on the eligible list and
22 certified to the open vacancies without further testing.

23
24 As Civil Service Rules and Regulations would allow for the department to select from
25 the top five candidates, no useful purpose would be served by additional testing.

1 The Department of Public Works, Port of Long Beach, and Long Beach Airport are
2 apprised of the proposed change in the examination plan and concur with staff's
3 recommendation. Representatives from the Department will be present, should there
4 be any inquiries from the Civil Service Commission.

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6 LF
REQUEST FOR CHANGE OF EXAMINATION PLAN (MECH SUPER)
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IAMAW DISTRICT LODGE 947

535 W. Willow St. • Long Beach, CA 90806 • (562) 427-8900 • Fax (562) 427-1122

Agenda Item No. 5

July 30, 2009

Civil Service Commission
City of Long Beach
333 West Ocean Boulevard
Long Beach, California 90802

RE: Seniority for Pointer and Harrison

Honorable Commissioners:

Health and Human Services Maintenance Assistants Bernita Harrison and Rashad Pointer respectfully request reviews of their seniority with the City of Long Beach. They received notices dated July 22, 2009, regarding the Order of Lay and believe they are not the most junior Maintenance Assistants.

Thank you for your consideration of this matter.

Sincerely,

Janet Schabow

Janet Schabow, BR
IAMAW DL947

Cc: Harrison
Pointer
file

AMBULANCE OPERATOR

Job Number: 117

SALARY RANGE:

\$9.50 to \$10.47 Hourly

\$1,652.32 to \$1,821.03 Monthly

NOTE: Some positions work an alternate schedule in excess of 40 hours per week. All hours worked over 40 hours per week will be compensated at time and a half.

Applications available: 7:30 a.m. to 4:30 p.m., August 14, 2009 through September 4, 2009.

Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., September 4, 2009. Postmarks will not be accepted. Online applications are encouraged.

REQUIREMENTS TO FILE:

- A valid State of California Emergency Medical Technician-I Certificate with CPR certification (proof required)*;
- A valid California Motor Vehicle License, with Ambulance Driver Certification (proof required)*. A current DMV driving record must be submitted to the hiring department at time of selection interview.
- Ability to safely and effectively operate an emergency vehicle;
- Ability to handle a high volume of emergency calls with tact and good judgment;
- Ability to lift and carry heavy objects, including moving and transporting patients;
- Willingness to work any shift assignment including weekends, holidays, overtime and 24-hour shifts.

***Applications will not be processed until all required proofs are received. Any required proofs, such as copies of certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., September 10, 2009.**

DESIRABLE QUALIFICATIONS: Bilingual skills in English/Spanish or English/Southeast Asian are desirable for some positions.

EXAMPLES OF DUTIES: Under general supervision, provides basic medical care and transport of the ill and injured as an Emergency Medical Technician; responds to emergency medical calls for service including accidents and other emergencies; operates an emergency vehicle to and from the scene of an emergency; assists paramedics and other emergency medical personnel in providing emergency medical and health care; monitors communications equipment to maintain contact with dispatchers; provides emergency medical care to the ill and injured within the scope of an Emergency Medical Technician; transports patients to hospitals or other emergency care facilities; assists receiving facility to obtain and record patients vital statistics and circumstances of emergency; prepares reports of incidents for billing and other record keeping purposes; participates in training, public education, and station/equipment maintenance; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application Qualifying
Occupational Written Examination..... 100%

A minimum rating of 70 must be attained to pass the examination. Certification by score bands will be considered based on an analysis of test results.

The written examination will be scheduled shortly after the close of filing. If you have not received notification by September 19, 2009, contact the Civil Service Department at (562) 570-6202, or email at civilservice@longbeach.gov.

This information is available in an alternative format by request to (562) 570-6202.

PARKING METER TECHNICIAN

Job Number: 120

SALARY RANGE:

Grades I - II: \$1,334.72 to \$2,066.40 Biweekly
\$2,902.00 to \$4,493.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., August 14, 2009 through August 21, 2009. Completed application must be received in the Civil Service Department by 4:30 p.m., August 21, 2009. Postmarks will not be accepted.

REQUIREMENTS TO FILE: One or more years of recent full-time paid experience in the maintenance and repair of parking meters, electronic parking meters and timing devices; knowledge in the use of wireless handheld computer devices and electronic parking mechanisms. Ability to operate concrete-breaking devices and to maneuver wheeled carts weighing up to 400 pounds.

A valid motor vehicle operator's license and a current DMV driving record must be submitted to the hiring department at the time of selection interview.

Willingness to work weekends, holidays, split shifts, overtime and on call, as required.

EXAMPLES OF DUTIES: Under general supervision, collects, counts and deposits coins from parking meters using an automated coin counter; removes, replaces and installs damaged or out-of-order meters; disassembles, cleans, adjusts, repairs and reassembles electronic parking meters and parking control machines; patrols an assigned parking meter route and inspects and services meters in operation; maintains multi-space parking machines; observes safety rules and regulations; may requisition necessary parts and supplies; may provide information to the police department regarding defective parking meters; may train, schedule and supervise subordinate personnel; and performs other related duties as required.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....Qualifying
Appraisal Interview.....100%

SELECTION PROCEDURE: Screening of candidates will be conducted on the basis of applications submitted. Resumes will be accepted, but may not be submitted in lieu of the required application and supplemental application. Candidates must clearly describe how they meet the stated requirements. Only those candidates showing the strongest backgrounds on the basis of a comparative analysis will be invited to the appraisal interview.

A minimum rating of 70 must be attained in order to pass the examination.

Certification by score bands will be considered based on an analysis of test results.

Based on the number of applicants accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

The appraisal interview is tentatively scheduled for Thursday, September 10, 2009, if you have not yet received notification by September 3, 2009, contact the Civil Service Department at (562) 570-6202.

This information is available in alternative format by request to (562) 570-6202.

J.O.B. 120-09 I36AN-09
DWM (Parking Meter Technician 2009)

08/12/09